



United States
Department of
Agriculture

Food and
Nutrition
Service

Mountain
Plains
Region

1244 Speer Boulevard
Denver, CO
80204-3585

MAY 06 2004

Reply to
Attn. Of: SP-04-10

Subject: Verification Reporting Requirements with Prototype Reporting Forms

To: STATE AGENCY DIRECTORS - Colorado ED, Iowa, Kansas,
(Special Nutrition Programs) Missouri ED, Montana OPI,
Nebraska, North Dakota,
South Dakota, Utah and Wyoming

On September 11, 2003, the Food and Nutrition Service (FNS) published a final regulation on Verification Reporting and Recordkeeping requirements in the National School Lunch Program/School Breakfast Program. The regulation requires each State agency (SA) to submit an annual report to FNS on the results of verification activities for each School Food Authority (SFA) under its jurisdiction, and to provide a separate report on ameliorative actions taken or planned in SFAs which exhibit a high termination rate as a result of verification. Information on conducting analyses of verification data, and taking, and reporting, ameliorative actions, will be provided to SAs in the future. This memorandum transmits information on the data elements which must be reported for the results of verification activity for each SFA, the procedures which SAs will use to report this data to FNS, and the data format and edit requirements. The first required report under this regulation, covering verification activities for School Year (SY) 2004-2005, is due to FNS by April 15, 2005. SAs may also report this data for SY 2003-2004 on an optional basis.

1. Data Elements required for this Reporting.

We have enclosed a copy of Form FNS-742, which specifies the data elements which must be reported for each SFA under this reporting requirement, and the instructions for the form (Attachments 1 and 2). The SA must submit a record with this data for each SFA under its jurisdiction, except for the limited exceptions noted in the instructions for the form. However, SAs will not actually be submitting a hard copy form for each SFA; rather, the data elements will be entered or imported into a software application which will be provided by FNS, and a consolidated electronic file with the records for all individual SFAs will be transmitted to FNS using this software. A more detailed discussion of the software is provided below.

2. SFA Reporting Requirements and Procedures

FNS is not requiring SFAs to use the FNS-742 to report data to SAs. SAs may choose to use this form, or develop their own reporting form, or provide for electronic reporting by their SFAs as part of, or separately from, the SA's other data reporting systems. SAs that develop electronic reporting systems will need to extract the data in the file format which can be imported by the FNS reporting software. We are providing a sample copy of the form FNS-742 which is coded to the data structure of the import file, along with a list of the edits which apply to each data element (Attachments 3 and 4). We will be providing a sample file structure in electronic format via email. We would encourage SAs that elect to create their own reporting form or electronic reporting procedures for SFA use to ensure that they carefully analyze the required data elements and file format to ensure that the reporting meets program requirements and can produce a reporting file in the format required by the FNS software.

Although the data on the results of verification which must be summarized for reporting to SAs is already available at the SFA level for all verified applications, SFAs will need to collect and summarize verification data in a different manner from that which was previously required. Beginning with SY 2004-2005, SFAs will need to collect and summarize three data points for each verified application – the number of students approved for benefits on the application, the original basis for approval of the application, and the status of the application after verification. Beginning in SY 2005-2006, SFAs will also need to summarize data on the number of applications and students with benefits terminated as a result of verification from households that then reapplied and were reapproved for benefits by February 15. However, this last data element will not be required to be reported unless Congress provides additional funding for collection of this data. We are providing two sample prototype forms which could be used by SFAs to collect all the data that will be required for each verified application in order to facilitate development of the verification summary (Attachments 5 and 6).

In order to assist SFAs with the reporting process, we will be providing software applications in MSAccess and MSEXcel which SFAs can use on an optional basis to collect and summarize the results of the verification process. The software will also produce an electronic file of the SFA data that can be transmitted to the SA and imported into the SA reporting database if the SA chooses to have SFAs report in this manner.

3. SA Reporting Procedures

We will be providing an MSAccess application which SAs will use to transmit the Verification Summary reports for all SFAs under their jurisdiction to FNS. We are requiring the use of this software to simplify the reporting process and to ensure the integrity and internal consistency of the reporting for each SFA. The software will provide three modes of data entry:

1. *Direct data entry of individual SFA reports.* If the SA chooses to have SFAs report on a form equivalent to the FNS-742, SAs can key the SFA-level data directly into the software application. If the SFA report does not meet the edit requirements, the application will produce an output file listing the data elements which do not meet the required criteria, which can be reviewed by the SA and emailed or printed and transmitted to the SFA.
2. *Import of individual SFA files created by the optional SFA-level software.* Since the SFA software will not allow the creation of a file which does not meet the edit requirements, SFA reports created using this software can be directly imported into the SA software.
3. *Import of a consolidated electronic file with multiple SFA records.* The SA software will read in a consolidated file of SFA records in the required file format and apply the edit criteria to each record. Records which meet the criteria will be added to the database; those that do not will generate an error message which can be sent to the SFA listing the data elements which do not meet the reporting criteria.

Once the required reports for all SFAs have been finalized, the SA will use the software to transmit the report to FNS via email. SAs can also use the consolidated data file produced by the software to perform the data analysis of the results of verification which is required by the regulation. The software will provide an output report with basic descriptive statistics on the results of verification for each SFA which can serve as a starting point for this analysis.

We are finalizing the software applications and developing procedures for transmitting the software to SAs. We expect to distribute it as a download via the FNS Partner Web. You will be notified on procedures for the download, along with more detailed information on the use of the applications, within the next 90 days. We are also examining the possibility of using a Web-based application for reporting this data in the future.

4. Additional Guidance

Additional guidance on this reporting will be supplied in the next several weeks on the reporting requirements concerning the SA analysis of the results of verification and the ameliorative actions taken or planned for SFAs which have been identified as having high termination rates as a result of verification.

FNS staff will be available for technical assistance to SAs as they implement this reporting requirement. We encourage you to contact us with any questions to insure that the data collection and reporting procedures which you develop will meet the reporting requirements and allow for a smooth submission of your data through the reporting software.

Please contact our office if you have questions, at (303) 844-0354.

Darlene Sanchez

DARLENE SANCHEZ
Regional Director
Special Nutrition Programs

Attachments (6):

1. FNS-742 SFA Verification Report Form (report from SA to FNS for each SFA)
2. FNS-742 Instructions for Completion
3. FNS-742 Coded by Data Field from Instructions
4. FNS-742 Edit Conditions for the Form
5. SFA-level Sample Summary of Verification Results – single application
6. SFA-level Sample Summary of Verification Results – multiple applications

[Attachment] [INSERT STATE AGENCY NAME]

SCHOOL FOOD AUTHORITY VERIFICATION SUMMARY REPORT

SFA ID # _____

SFA NAME _____

TYPE OF SFA ☐ Public ☐ Private

SCHOOL YEAR _____

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB control number for this collection is 0584-0026. The time required to complete this information collection is 6 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

I. Enrollment, Application, and Eligibility Information (Pre Verification)

1. Type of Free/Reduced Price Application Used

☐ Individual Student ☐ Household ☐ Both

Report items 2 through 5 as of the last operating day in October

2. Number of schools and RCCIs operating the NSLP and/or SBP

3. Number of enrolled students with access to the NSLP (or SBP for SBP only schools)

4. Total FREE ELIGIBLE reported

4-1. # approved as FREE ELIGIBLE who are not subject to verification (directly certified, homeless liaison list, income-eligible Head start, pre-K Even start, residential students in RCCIs, non-applicants approved by local officials)

4-2. # approved as FREE ELIGIBLE based on FS/TANF/FDPIR case number submitted on an application (Categorically Eligible)

4-3. # approved as FREE ELIGIBLE based on income/household size information submitted on an application

4-4. # FREE ELIGIBLES reported for Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR

5. Total REDUCED PRICE ELIGIBLE reported

5-1. # reduced price eligibles reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR

II. Results of Verification, by Application Type

6. Type of Verification Used

☐ Random ☐ Focused ☐ All Applications

Items 7 through 11 are required and are reported as of the date of completion of the verification process (see instructions). Item 12 is optional and is reported as of February 15.

7. No Change

applications

students

8. Responded, Changed to Free

applications

students

9. Responded, Changed to Reduced Price

applications

students

10. Responded, Changed to Paid

applications

students

11. Did Not Respond

applications

students

12. Reapplied and Reapproved on or Before Feb. 15

applications

students

A. FREE ELIGIBLE based on FS/TANF/FDPIR Application (Categorically Eligible)

B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)

C. REDUCED PRICE ELIGIBLE

**INSTRUCTIONS FOR COMPLETING
SFA VERIFICATION SUMMARY REPORT**

STATE AGENCIES MUST REPORT THE INFORMATION ON THIS FORM ANNUALLY FOR EACH SFA WHICH OPERATES THE NATIONAL SCHOOL LUNCH PROGRAM (NSLP) AND/OR THE SCHOOL BREAKFAST PROGRAM (SBP) EXCEPT: 1) SFAs which ONLY administer the program in Residential Child Care Institutions (RCCIs) which do not have day students; 2) SFAs which claim for all schools based on claiming percentages established through a population survey; 3) SFAs which do not have any free or reduced price eligible students.

I. Enrollment, Application, and Approval Information (Pre-Verification)

1. Report the type of application used for students who are applying for Free/Reduced Price Meal benefits.

Report Items 2 through 5 as of the last operating day in October.

2 – 3. Report the TOTAL number of NSLP/SBP schools and the TOTAL number of students with access to the NSLP (or the SBP if the SFA does not operate the NSLP) for the SFA in column A. If the SFA has schools which are operating the NSLP under Provision 2/3 and WHICH ARE IN A NON-BASE YEAR, report the number of these schools and their total enrollment in Column B. (If a school operates only the SBP under Provision 2/3, but uses regular claiming procedures for the NSLP, do not include it in the data reported in Column B.)

4. In Column A, report the TOTAL NUMBER OF FREE ELIGIBLE STUDENTS that the SFA reported as of the last operating day in October. This total must equal the sum of the 4 free eligibility categories which are reported on lines 4-1 through 4-4.

4-1. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE whose approval is not subject to verification. This includes students who are directly certified based on information from the FS/TANF/FDPIR agency, children on the homeless liaison list, income eligible Head Start, pre-K Even Start, residential students in RCCIs, and non-applicants who are approved by local officials. DO NOT INCLUDE the calculated number of free eligibles who are reported for Provision 2/3 schools which are not operating a base year. These are reported in item 4-4 below.

4-2. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on a FS/TANF/FDPIR case number which was submitted on an application (Categorically Eligible Applications). In Column B, report the TOTAL NUMBER OF APPROVED CATEGORICALLY ELIGIBLE APPLICATIONS on file.

4-3. In Column A, report the TOTAL NUMBER OF STUDENTS approved as FREE ELIGIBLE based on household size and income information submitted on an application

(Income Eligible – Free Applications). In Column B, report the TOTAL NUMBER OF APPROVED INCOME ELIGIBLE - FREE APPLICATIONS on file.

4-4. Report the TOTAL NUMBER OF FREE ELIGIBLES reported for Provision 2/3 schools which are not operating a base year in Column A. (This number is determined by adjusting the number of free eligibles in the base year for these schools to reflect current enrollment.)

5. In Column A, report the TOTAL NUMBER OF STUDENTS approved as REDUCED PRICE ELIGIBLE. In Column B, report the TOTAL NUMBER OF APPROVED REDUCED PRICE ELIGIBLE APPLICATIONS on file.

5-1. Report the TOTAL NUMBER OF REDUCED PRICE ELIGIBLES reported for Provision 2/3 schools WHICH ARE NOT OPERATING A BASE YEAR in Column A. (This number is determined by adjusting the number of reduced price eligibles in the base year for these schools to reflect current total enrollment.)

Special Instructions for SFAs with Provision 1 Schools: Report Free Eligible children whose applications are being used for the second year on line 4-1, children approved free who are not subject to verification. Do not include these applications in the counts on lines 4-2 and 4-3, column B. Report Reduced Price eligible children whose applications are being used for the second year on line 5, column A, but do not include these applications in the count on line 5, Column B.

II. RESULTS OF VERIFICATION

6. Report the type of verification process the SFA uses to comply with the requirements of 7 CFR 245.6a.

7 through 12. Report the results of the verification process BY TYPE OF APPLICATION APPROVAL.

Items 7 through 11 are required, and are reported as of the date of completion of verification. For the purposes of this report verification is complete:

- for households whose eligibility does not change: as of the date of the confirmation of eligibility by a reviewing official;
- for households which do not appeal a change in eligibility: as of the first operating day following the last date for filing an appeal in response to a notice of change in eligibility;
- for households which appeal a change in eligibility: as of the first operating day following a decision by the hearing official.

7. Report the number of applications with no change in eligibility and the number of students on these applications, for each application type.

8. Report the number of applications for which the eligibility was changed to FREE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.

9. Report the number of applications for which the eligibility was changed to REDUCED PRICE BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.

10. Report the number of applications for which the eligibility was changed to PAID BASED ON DOCUMENTATION PROVIDED BY THE HOUSEHOLD, and the number of students on these applications, for each application type.

11. Report the number of applications for which the eligibility was changed to PAID BECAUSE THE HOUSEHOLD DID NOT RESPOND, and the number of students on these applications, for each application type. NOTE: Report ALL applications for which the household did not respond, even if the students on the application continued to receive free or reduced price meals while being claimed as paid.

12. (OPTIONAL AT THIS TIME) Report the number of applications for households whose eligibility was changed to PAID as a result of verification that resubmitted applications and were re-approved for either free or reduced-price meal benefits on or before February 15, and the number of students on these applications, for each application type.

[Attachment 3] [INSERT STATE AGENCY NAME] [SANAME]

SFA ID#

[SFAID]

SFA NAME

[SFA NAME]

TYPE OF SFA

☐ Public ☐ Private [PUBPRIV]

SCHOOL YEAR

 [REPORTBEGYEA
R] - [REPORTENDYEA
R]

SCHOOL FOOD AUTHORITY VERIFICATION SUMMARY REPORT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it contains a valid OMB control number. The valid OMB control number for this collection is 0584-0026. The time required to complete this information collection is 6 minutes per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

I. Enrollment, Application, and Eligibility Information (Pre Verification)

1. Type of Free/Reduced Price Application Used

☐ Individual Student ☐ Household ☐ Both [TYPEOFAPP]

 Report items 2 through 5 as of the last
operating day in October

A. All Schools	B. Provision 2/3 Schools WHICH ARE NOT OPERATING A BASE YEAR
NJMSLPSC HOOLS	NUMPROVISIONSCHO OLS
ENROLLMEN T	ENROLLMENTPROVISI ON

 2. Number of schools and RCCIs operating
the NSLP and/or SBP

 3. Number of enrolled students with access
to the NSLP (or SBP for SBP only schools)

A. # of Students	B. # of Approved Applications
FREEELIGTO T	
FREEELINOT VERIFIED	

4. Total FREE ELIGIBLE reported

 4-1. # approved as FREE ELIGIBLE who are not
subject to verification (directly certified, homeless
liaison list, income-eligible Head
start, pre-K Even start, residential students in RCCIs,
non-applicants approved by local officials)

 4-2. # approved as FREE ELIGIBLE based on
FS/TANF/EDPIR case number submitted on an
application (Categorically Eligible)

 4-3. # approved as FREE ELIGIBLE based on
income/household size information submitted on an
application

 4-4. # FREE ELIGIBLES reported for Provision 2/3
Schools WHICH ARE NOT OPERATING A BASE
YEAR

5. Total REDUCED PRICE ELIGIBLE reported

 5-1. # reduced price eligibles reported for Provision 2/3
schools WHICH ARE NOT OPERATING A BASE
YEAR

II. Results of Verification, by Application Type

6. Type of Verification Used

☐ Random ☐ Focused ☐ All Applications [TYPEOFVERIF]

 Items 7 through 11 are required
and are reported as of the date of
completion of the verification
process (see instructions). Item
12 is optional and is reported as
of February 15.

7. No Change

8. Responded, Changed to Free

9. Responded, Changed to Reduced Price

10. Responded, Changed to Paid

11. Did Not Respond

12. Reapplied and Reapproved on or Before Feb. 15

# applications	A. FREE ELIGIBLE based on FS/TANF/EDPIR Application (Categorically Eligible)	B. FREE ELIGIBLE based on Income/Household Size Application (Income Eligible)	C. REDUCED PRICE ELIGIBLE
# students	A1	B1	C1
# applications	A2	B2	C2
# students			C3
# students			C4
# applications	A3	B3	
# students	A4	B4	
# applications	A5	B5	C5
# students	A6	B6	C6
# applications	A7	B7	C7
# students	A8	B8	C8
# applications	A9	B9	C9
# students	A10	B10	C10

EDIT CONDITIONS FOR THE SFA VERIFICATION SUMMARY REPORT (FNS-742)

DATA ELEMENT	EDIT CONDITION	EXPLANATION
SANAME	Required	State agency identifier must be entered; FNS will supply list of identifiers to be used
SFAID	Required	The SFA ID must be entered
SFANAME	Required	
REPORTBEGYEAR	Required; 4 digits	The four digit year for the beginning year of the report must be entered
REPORTENDYEAR	Required; 4 digits	The four digit year for the ending year of the report must be entered
PUBORPRIV	PUBLIC = 1, PRIVATE = 2; MUST BE 1 OR 2	
TYPEOFAPP	INDIVIDUAL STUDENT = 1, HOUSEHOLD = 2, BOTH = 3; MUST BE 1, 2, OR 3	
TYPEOFVERIF	RANDOM = 1, FOCUSED = 2, ALL = 3; MUST BE 1, 2, OR 3	
NUMNSLPSCHOOLS	>0	
NUMPROVISIONSCHOOLS	<=NUMNSLPSCHOOLS	Block 2B - The number of Provision 2/3 schools in non-base years must be <= to the number of NSLP schools
ENROLLMENT	>0	Block 3A - The enrollment for NSLP schools must be reported
ENROLLMENTPROVISION	<=ENROLLMENT	Block 3B - The enrollment for Provision 2/3 schools not operating a base year must be <= to the NSLP enrollment.
	IFNUMPROVISIONSCHOOLS=0, ENROLLMENTPROVISION MUST=0	Blocks 2B and 3B. If you indicate that the SFA does not have in Provision 2/3 non-base year schools, you must not list enrollment for Provision 2/3 non base year schools
	IFNUMPROVISIONSCHOOLS>0, ENROLLMENTPROVISION MUST>0	Blocks 2B and 3B. If you indicate that the SFA has Provision 2/3 non-base year schools, you must enter the enrollment for these schools
FREEELIGNOTVERIFIED	<=FREEELIGTOT	Block 4-1A. The number of free eligible not subject to verification must be <= to the total number of free eligible.
FREEELIGCAT	<=FREEELIGTOT	Block 4-2A. The number of free eligible based on an application with an FS/TANF/FDPIR case number (categorically eligible) must be <= to the the total number of free eligible.
FREECATELIGAPPS	IF FREEELIGCAT IS >0, MUST BE > 0	Block 4-2B. If the number of categorically eligible - Free students is greater than zero, the number of categorically eligible - Free applications must be greater than zero
	MUST BE <= FREEELIGCAT	Block 4-2B. The number of categorically eligible - Free applications must be less than or equal to the number of categorically eligible - Free students.
FREEELIGINCOME	<FREEELIGTOT	Block 4-3A. The number of income eligible - Free must be <= to the total number of free eligible.
FREEINCOMEAPPS	IF FREEELIGINCOME>0, MUST BE >0	Block 4-3B. If the number of income eligible - Free students is greater than zero, the number of income eligible - Free applications must be greater than zero
	MUST BE <= FREEELIGINCOME	Block 4-3B. The number of income eligible - Free applications must be less than or equal to the number of income eligible - Free students.

EDIT CONDITIONS FOR THE SFA VERIFICATION SUMMARY REPORT (FNS-742)

DATA ELEMENT	EDIT CONDITION	EXPLANATION
FREEREPORTEDPROVISION	<FREEELIGTOT	Block 4-4A. The number of free eligible reported for Provision 2/3 schools in non-base years must be less than or equal to the total number of free eligible.
	IF NUMPROVISIONSCHOOLS=0, MUST BE = 0	Block 4-4A. If the number of Provision 2/3 schools in non-base years is zero, the free reported for Provision 2/3 schools in non-base years must be zero.
FREEELIGNOTVERIFIED+ FREEELIGCAT+ FREEELIGINCOME+ FREEREPORTEDPROVISION	=FREEELIGTOT	The sum of the free eligibles reported in Blocks 4-1A through 4-4A must be equal to the total free eligibles reported in Block 4A.
FREEELIGTOT+RPELIG	<=ENROLLMENT	The sum of total free eligibles reported in 4A and total reduced price eligibles reported in 5A must be less than or equal to the total enrollment reported in 3A.
	>0	The sum of total free eligibles reported in 4A and total reduced price eligibles reported in 5A must be greater than zero.
FREEREPORTEDPROVISION +RPREPORTEDPROVISION	<=ENROLLMENTPROVISION	The sum of free eligibles and reduced price eligibles for Provision 2/3 schools in non-base years must be less than or equal to the total enrollment in these schools reported in 3B.
	IF NUMPROVISIONSCHOOLS>0, MUST BE >0	Blocks 4-4A and 5-1A. If you indicate that the SFA has Provision 2/3 non-base year schools, you must enter the free and reduced price eligibles reported for these schools.
RPAPPS	IF (RPELIG - RPREPORTEDPROVISION)>0, MUST BE >0	Block 5B. If Reduced Price Eligible Students approved by application are reported, the number of reduced price eligible applications must be greater than zero.
	MUST BE <=(RPELIG- RPREPORTEDPROVISION)	Block 5B. The number of reduced price eligible applications must be less than or equal to the number of students approved for reduced price on the basis of an application.
RPREPORTEDPROVISION	MUST BE <=RPELIG	Block 5-1-A. The number of reduced priced eligible reported for Provision 2/3 non-base year schools must be less than or equal to the total number of reduced price eligible reported in 5A.
	IF NUMPROVISIONSCHOOLS=0, MUST BE =0	Block 5-1-A. If the number of Provision 2/3 schools in non-base years is zero, the reduced price eligible reported for Provision 2/3 schools in non-base years must be zero.
A1	<=A2	Block 7A. The number of categorically eligible - Free applications with no change must be less than or equal to the number of categorically eligible - Free students with no change.
	IF A2>0, MUST BE >0	Block 7A. If categorically eligible - Free students with no change are reported, then the number of categorically eligible - Free applications with no change must be reported.

EDIT CONDITIONS FOR THE SFA VERIFICATION SUMMARY REPORT (FNS-742)

DATA ELEMENT	EDIT CONDITION	EXPLANATION
A3	<=A4	Block 9A. The number of categorically eligible - Free applications changed to reduced price must be less than or equal to the number of categorically eligible - Free students changed to reduced price.
	IF A4>0, MUST BE >0	Block 9A. If categorically eligible - Free students changed to reduced price are reported, then the number of categorically eligible - Free applications changed to reduced price must be reported.
A5	<=A6	Block 10A. The number of categorically eligible - Free applications changed to paid based on response must be less than or equal to the number of categorically eligible - Free students changed to paid based on response.
	IF A6>0, MUST BE >0	Block 10A. If categorically eligible - Free students changed to paid based on response are reported, then the number of categorically eligible - Free applications changed to paid based on response must be reported.
A7	<=A8	Block 11A. The number of categorically eligible - Free applications with no response must be less than or equal to the number of categorically eligible - Free students with no response.
	IF A8>0, MUST BE >0	Block 11A. If categorically eligible - Free students with no response are reported, then the number of categorically eligible - Free applications with no response must be reported.
A9	<=A10	Block 12A. The number of categorically eligible - Free applications that were reapproved must be less than or equal to the number of categorically eligible - Free students that were reapproved.
	IF A10>0, MUST BE >0	Block 12A. If categorically eligible - Free students that were reapproved are reported, the number of categorically eligible - Free applications that were reapproved must be reported.
B1	<=B2	Block 7B. The number of income eligible - Free applications with no change must be less than or equal to the number of income eligible - Free students with no change.
	IF B2>0, MUST BE >0	Block 7B. If income eligible - Free students with no change are reported, then the number of income eligible - Free applications with no change must be reported.
B3	<=B4	Block 9B. The number of income eligible - Free applications changed to reduced price must be less than or equal to the number of income eligible - Free students changed to reduced price.
	IF B4>0, MUST BE >0	Block 9B. If income eligible - Free students changed to reduced price are reported, then the number of income eligible - Free applications changed to reduced price must be reported.
B5	<=B6	Block 10B. The number of income eligible - Free applications changed to paid based on response must be less than or equal to the number of income eligible - Free students changed to paid based on response.
	IF B6>0, MUST BE >0	Block 10B. If income eligible - Free students changed to paid based on response are reported, then the number of income eligible - Free applications changed to paid based on response must be reported.

EDIT CONDITIONS FOR THE SFA VERIFICATION SUMMARY REPORT (FNS-742)

DATA ELEMENT	EDIT CONDITION	EXPLANATION
B7	<=B8	Block 11B. The number of income eligible - Free applications with no response must be less than or equal to the number of income eligible - Free students with no response.
	IF B8>0, MUST BE >0	Block 11B. If income eligible - Free students with no response are reported, then the number of income eligible - Free applications with no response must be reported.
B9	<=B10	Block 12B. The number of income eligible - Free applications that were reappraised must be less than or or equal to the number of income eligible - Free students that were reappraised
	IF B10>0, MUST BE >0	Block 12B. The number of income eligible - Free students that were reappraised are reported, the number of income eligible - Free applications that were reappraised must be reported.
C1	<=C2	Block 7C. The number of reduced price eligible applications with no change must be less than or equal to the number of reduced price eligible students with no change.
	IF C2>0, MUST BE >0	Block 7C. If reduced price eligible students with no change are reported, then the number of reduced price eligible applications with no change must be reported.
	<=C4	Block 8C. The number of reduced price eligible applications changed to free eligible must be less than or equal to the number of reduced price eligible students changed to free eligible.
	IF C4>0, MUST BE >0	Block 8C. If reduced price eligible students changed to free eligible are reported, then the number of reduced price eligible applications changed to free eligible must be reported
C5	<=C6	Block 10C The number of reduced price eligible applications changed to paid based on response must be less than or equal to the number of reduced price eligible students changed to paid based on response.
	IF C6>0, MUST BE >0	Block 10C If reduced price eligible students changed to paid based on response are reported, then the number of reduced price eligible applications changed to paid based on response must be reported.
C7	<=C8	Block 11C. The number of reduced price eligible applications with no response must be less than or equal to the number of reduced price eligible students with no response.
	IF C8>0, MUST BE >0	Block 11C. If reduced price eligible students with no response are reported, then the number of income eligible - Free applications with no response must be reported.
C9	<=C10	Block 12C. The number of reduced price eligible applications that were reappraised must be less than or or equal to the number of reduced price eligible students that were reappraised
	IF C10>0, MUST BE >0	Block 12C. The number of reduced price eligible students that were reappraised are reported, the number of reduced price eligible applications that were reappraised must be reported.

[Attachment 5]

Sample Application Verification Summary – Single Application

Summary of Application Verification Results

1. Application ID:		School Name:	
2. Number of students enrolled in this SFA who are listed on this application:			
3. How was this application originally approved?			
<input type="checkbox"/>	a.. FREE ELIGIBLE, based on the FS/TANF/FDPIR case number		
<input type="checkbox"/>	b. FREE ELIGIBLE, based on the household sized and income information reported on the application		
<input type="checkbox"/>	c. REDUCED PRICE ELIGIBLE		
4. Results of verification as of the date of completion of the verification process			
<input type="checkbox"/>	a. NO CHANGE		
<input type="checkbox"/>	b. RESPONDED, CHANGED TO FREE		
<input type="checkbox"/>	c. RESPONDED, CHANGED TO REDUCED PRICE		
<input type="checkbox"/>	d. RESPONDED, CHANGED TO PAID		
<input type="checkbox"/>	e. DID NOT RESPOND		
5. (Optional) Complete this section ONLY for applications which had eligibility changed to PAID based on the household's response (4d) or for which the household DID NOT RESPOND to the request for verification (4e.)			
Was the household REAPPROVED for EITHER FREE OR REDUCED PRICE MEAL BENEFITS on or before Feb. 15?			
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Sample Application Verification Summary – Multiple Applications

School Name:

Date Submitted:

APP ID	# OF STUDENTS ON APP	ORIGINAL APPROVAL	VERIFICATION RESULT	(Optional) IF NOT ELIGIBLE, REAPPROVED BY FEB. 15?
		<input type="checkbox"/> FREE, FS/TANF/FDPIR # <input type="checkbox"/> FREE, HH SIZE/INCOME <input type="checkbox"/> REDUCED PRICE	<input type="checkbox"/> FREE ELIGIBLE BASED ON FS/TANF/FDPIR AGENCY RESP. <input type="checkbox"/> FREE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> REDUCED PRICE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH NON-RESPONSE	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> FREE, FS/TANF/FDPIR # <input type="checkbox"/> FREE, HH SIZE/INCOME <input type="checkbox"/> REDUCED PRICE	<input type="checkbox"/> FREE ELIGIBLE BASED ON FS/TANF/FDPIR AGENCY RESP. <input type="checkbox"/> FREE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> REDUCED PRICE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH NON-RESPONSE	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> FREE, FS/TANF/FDPIR # <input type="checkbox"/> FREE, HH SIZE/INCOME <input type="checkbox"/> REDUCED PRICE	<input type="checkbox"/> FREE ELIGIBLE BASED ON FS/TANF/FDPIR AGENCY RESP. <input type="checkbox"/> FREE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> REDUCED PRICE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH NON-RESPONSE	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> FREE, FS/TANF/FDPIR # <input type="checkbox"/> FREE, HH SIZE/INCOME <input type="checkbox"/> REDUCED PRICE	<input type="checkbox"/> FREE ELIGIBLE BASED ON FS/TANF/FDPIR AGENCY RESP. <input type="checkbox"/> FREE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> REDUCED PRICE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH NON-RESPONSE	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> FREE, FS/TANF/FDPIR # <input type="checkbox"/> FREE, HH SIZE/INCOME <input type="checkbox"/> REDUCED PRICE	<input type="checkbox"/> FREE ELIGIBLE BASED ON FS/TANF/FDPIR AGENCY RESP. <input type="checkbox"/> FREE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> REDUCED PRICE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH NON-RESPONSE	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> FREE, FS/TANF/FDPIR # <input type="checkbox"/> FREE, HH SIZE/INCOME <input type="checkbox"/> REDUCED PRICE	<input type="checkbox"/> FREE ELIGIBLE BASED ON FS/TANF/FDPIR AGENCY RESP. <input type="checkbox"/> FREE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> REDUCED PRICE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH NON-RESPONSE	<input type="checkbox"/> YES <input type="checkbox"/> NO
		<input type="checkbox"/> FREE, FS/TANF/FDPIR # <input type="checkbox"/> FREE, HH SIZE/INCOME <input type="checkbox"/> REDUCED PRICE	<input type="checkbox"/> FREE ELIGIBLE BASED ON FS/TANF/FDPIR AGENCY RESP. <input type="checkbox"/> FREE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> REDUCED PRICE ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH DOCUMENTATION <input type="checkbox"/> PAID ELIGIBLE BASED ON HH NON-RESPONSE	<input type="checkbox"/> YES <input type="checkbox"/> NO